

## ***BTP Bulletin – Chapter 688 Electronic Referral System\****

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As of the 2016-2017 school year, the Bureau of Transitional Planning (BTP) will be entering the final stages of development and testing for a paperless referral process for all Chapter 688 submissions on behalf of students with disabilities. This includes submissions directly to human service agencies as well as to the BTP. During this phase-in of the electronic referral process, EOHHS agencies and the BTP will work with all school districts to insure timely information and technical assistance is available to them, with the goal of no longer accepting paper referral packets beginning with the 2017-2018 school year.

In order to prepare for this conversion, all school districts are asked to maintain regular review of this Bulletin and take actions as indicated.

### **Upcoming Actions Due:**

- Submit list of all authorized users to the BTP no later than July 29, 2016 by sending an email to [BTPintern2@state.ma.us](mailto:BTPintern2@state.ma.us)
  - Authorized User information should contain:
    - Name – First, last, MI if applicable
    - 4 digit PIN (this will be a number chosen by the user)
    - DOB
    - Work email address
    - Work phone number
- Indicate anyone interested in participating in Phase One Testing of the new electronic form no later than August 31, 2016 by sending an email to [Cynthia.miller@ehs.state.ma.us](mailto:Cynthia.miller@ehs.state.ma.us)

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